

DEPARTMENT OF FAMILY SERVICES
Office for Children
Child Care Assistance and Referral
12011 Government Center Pkwy. – 8th Floor
Fairfax, VA 22035
703-449-8484 or TTY 703-449-1186

Dear Parents,

Please read this letter carefully. It has information about your responsibilities as a parent in the Child Care Assistance and Referral (CCAR) Program, child care fraud, and the consequences of providing false information. If you have questions, please call your Child Care Specialist or Eligibility Specialist at 703-449-8484.

Welfare Fraud

Welfare fraud and child care fraud are larceny. Fraud involving more than \$200 is a felony. In Virginia a person who purposely makes a false statement to get assistance or who knowingly fails to notify of a change in circumstances that could affect eligibility for assistance is guilty of larceny. If you are convicted of welfare or day care fraud, you can be punished according to State law.

Reporting Changes

You must report all required changes to CCAR within 10 calendar days of when they occur. Talk to your Child Care Specialist or Eligibility Specialist if you are not sure whether to report a particular change. **You are required to report the following changes within 10 calendar days:**

1. Change in home address or phone number
2. Change in household income
3. Change in employer
4. Change in work hours
5. Change in education/training activity, including class days/hours and curriculum
6. Parent/caretaker begins receiving child support payments
7. Change in the number of household members
8. Change in marital status (This includes cohabitation.)
9. A child receiving day care services reaches his/her 13th birthday
10. A child receiving full-time day care begins school and requires less than full-time care
11. Maternity leave (before and after a child is born)
12. Disability leave
13. Withdrawal of your child from child day care

Payment Policies

Parents are responsible for paying their CCAR co-payment, charges above the maximum reimbursable rate CCAR may pay to providers, and those registration and activity fees not paid by CCAR.

Repayment

In addition to criminal punishment, anyone who causes CCAR to make an incorrect payment to a provider by withholding information about any of the above changes will be required to repay the amount of the improper payment. Repayment will be in either a lump sum or according to a written repayment plan.

By my signature below, I declare that I fully understand and agree to the above reporting requirements. If I give false, incorrect or incomplete information or do not report changes on time, I may be breaking the law and could be prosecuted for perjury, larceny or welfare fraud.

Applicant

Date

Child Care/Eligibility Specialist

Date